



PAUL J. FETHERSTON
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: Library Technician – Part-time	PAY RANGE: \$19.00 – 21.00/hr	CLASSIFICATION/ GRADE: Part-time	EEOC Tech.
LOCATION: Lucy Robbins Welles Library	APPLY BY: May 27, 2011	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

Individual with excellent customer service skills needed for busy circulation desk at the Lucy Robbins Welles Library in Newington, CT.

- Provides professional assistance in person, by phone and email at various service desks throughout the library.
- May participate in processing and maintenance of materials.
- Handles routine clerical transactions with regard to the circulation of library materials.
- Handles other related duties as assigned.

Please see attached job description for additional details.

MINIMUM QUALIFICATIONS:

BA/BS and familiarity with computers required. Experience with SIRSI or other automated systems a plus.

HOURS:

19 hours per week including evening and weekend hours.

*Also looking for Circulation Desk substitutes for daytime, weekend or evening hours on an irregular basis. Same qualifications apply, \$19.54 per hour.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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